



CANBY PUBLIC LIBRARY

ADVISORY BOARD MEETING MINUTES

October 19, 2021

Present: Kathleen Myron (chair); Linda Warwick, Suzy Stutes, Denise Fonseca, Judi Jarosh, Lois Brooks, Rick Maier, Luke Viter (board members); Danny Smith, Lizzie Figueroa (library staff); Chris Bangs (City Council Liaison); Donnise Brown, and Gail Gartner (guests).

Absent: Jessica Hines

The meeting was called to order at 5:33 p.m.

September minutes were approved as amended. On page 3, under "Library Policy for Non-Collection Materials," the sentence "A library staff member must be included on the subcommittee" was amended to "may be included."

Public Comment

No comments.

Information Reports

Council Liaison Report.

Councilor Bangs reported that a new City Council member, David Bajorin, was recently appointed to fill the seat vacated by Jordan Tibbals, after Tibbals moved out of state. Councilor Bangs observed that in the last election, 12 people ran for City Council—this was a significant difference from the election prior, when the councilors all ran unopposed.

At their most recent meeting, City Council passed the resolution to make the Library Board's High School Representative (currently Luke Viter) a voting member. Council has to pass the resolution a second time before it's final.

Currently, Canby Municipal Code 2.20.050 states that the Library Director or their designee shall serve as Secretary to the Board. After receiving feedback from the City Attorney and City Recorder, it was identified that no other City board or commission has a staff member serving as secretary. To bring the Library Advisory Board into consistency with other boards, Councilor Bangs has proposed the removal of this duty as part of the Canby Municipal Code update. After the change is made, all mention of the secretary role will be stricken from the code, and the Board will bear the responsibility of minute-taking and secretarial duties. As a change to the municipal code, this will be duly noticed to the public, and will be subject to two votes by City Council. The proposed updates have already moved past the first reading with City Council, and the second reading will take place on Wednesday, October 20.

Councilor Bangs expressed the hope that the Board would make the *Book Page* part of the library collection.

Chair Report (included in Appendix).

Kathleen sent out her report via email on 10/11, prior to the meeting. Rick Maier asked about the process for volunteering for specific duties, and she clarified that any time or method would be acceptable. There were no other questions or discussion based on the Chair report.

Library District Advisory Committee (LDAC) Report.

Denise Fonseca reported that LDAC's first meeting since June will be coming up on Monday, October 25, from 7-8 pm, via Zoom. She'll report back on their proceedings at the next Library Board meeting. The agenda can be viewed online here:

<https://dochub.clackamas.us/documents/drupal/8a4b57bc-95f0-4afa-bffc-fc84fe6fc603>

Teen Liaison Report.

Luke reported that he contacted Teen Librarian Karen Batridge to discuss ideas and projects between the library and high school. One possible idea is for a library card drive at the school, and another is to add graphing calculators to the library's "Library of Things" collection. He'll meet with Karen soon to discuss. Board members' response to these ideas was very positive.

Library Director Bi-monthly Report.

No updates this month. The next bi-monthly report will be ready in November.

Friends of the Library Report.

Lois Brooks reported that Willamette Valley Golf Club had a fundraiser for the Friends in September and she was hopeful of a good turnout (but they're still collecting funds, so they don't have a total yet). The Friends are skipping the Christmas Tour of Homes again this year due to COVID, but they might try to plan something different. Last year they made a video to keep community engagement, but there was no fundraising component. The Friends still managed to fund two book giveaways.

Discussion Items

- **BOARD POWERS & DUTIES.** Kathleen suggested that a subcommittee be formed to discuss Canby Municipal Code 2.20, in order to make the discussion more efficient. The following Board members volunteered for the subcommittee: Judi Jarosh (remote from Arizona); Lois Brooks (limited availability); Suzy Stutes (also remote); Kathleen Myron; Denise Fonseca (limited availability); and Rick Maier. Judi offered to set up the Zoom meetings. This group will meet twice per month to review the current code and make a

recommendation to the full Board. For now, the current list of powers & duties continues in force.

Individual Board members have already started taking on specific duties: Judi Jarosh volunteered to work on the annual report to City Council; Suzy Stutes, to participate in the annual budgetary process of the City as it pertains to the library; and Lois Brooks, to work on the policy for the acceptance of gifts, as well as policies and procedures conducive to efficient and effective operation of the library. Kathleen mentioned that formerly, the Library Director provided monthly updates on the library's budget and expenditures, and she would find that helpful. Judi invited Danny to participate in the report process and in determining how to go about the process moving forward. Danny thanked Judi for inviting him to be part of the process.

- **NON-COLLECTION MATERIALS.** Lois had previously sent out a draft policy on non-collection materials for Board member feedback. Councilor Bangs had to leave at 6:05 for another meeting, and left a written comment regarding the draft policy: "... I wanted to have you consider the prohibition of religious materials in the new policy proposal regarding non-circulation materials. While it is clear that commercial and political campaign materials do not belong, I wonder if we would turn away people donating copies of the Bible, Torah, Koran, etc., for distribution to library patrons. I understand including religious materials in the prohibition, but I wanted you to discuss that. Also, where the policy state[s] that the 'library reserves the right to refuse to post...' - what is 'the Library?' Is it Danny? Is it this board? I think the strength of the policy lies partly in addressing this question...."

Lois pointed out that the library currently has a policy for challenging collection materials (outlined on the library website: <https://www.canbyoregon.gov/library/page/collection-development-maintenance>). She observed that it might be a simpler approach to expand that policy to cover non-collection materials, rather than creating a separate, parallel policy. Danny pointed out that the City Administrator has the final say, unlike most other libraries, which grant the final say to the library director. There was some debate about the necessity of a new policy, as the current policy already includes the Library Board—the problem was that City Council didn't follow the existing policy. It could be a good idea to educate the new Council members about the current policy. Danny shared an excerpt from the relevant section of the current Collection Development Policy: "Individuals still questioning library materials may complete a written 'Request for Reconsideration of Library Materials' form. The form will be referred to the Library Director. The Library Board will consider whether the material meets the criteria of the selection policies described in this policy. The Library Director will respond, in writing, to each individual as soon as possible citing the reason(s) for the decision." Board members concluded that this was a learning experience for everyone involved.

The draft policy is not finished, and will need to be made available to the public before the next Library Board meeting, before it can be voted on.

- OREGON PUBLIC LIBRARY STANDARDS. The most recent revision was in 2018 (available online at <https://www.olaweb.org/assets/PLD/PLDStandards/PLD-Standards-091718.pdf>), and no changes are expected anytime soon. Danny provided some background context: the standards are recommendations for all libraries in the state, but there's no reporting or enforcement. According to the Intergovernmental Agreement (IGA) for Libraries in Clackamas County (LINCC), individual libraries are expected to abide by these standards. In the past, the Canby Library Board reviewed the standards and did a self-assessment. The only standard that the library is not currently meeting is the minimum open hours, which is a state-wide issue right now (as libraries come back from the pandemic restrictions). Danny will send out the relevant section of the IGA to Board members, for their reference.
- BOARD MEMBER CONCERNS. Kathleen asked about the monthly graphic with library statistics (the "Monthly Snapshot"), and Danny clarified that it contains the same data that's included in his bi-monthly reports to City Council, which are already shared with the Library Board.

Action Items

- Danny will look for the last Board presentation to the City Council, likely saved in Library files, and share it with board members. Will send out link.
- Board members should send feedback on Lois's draft policy within 2 weeks (by 11/2), so she can revise it in time for the next meeting
- Danny will send out the IGA as well.

Announcements

There being no other concerns, reports or questions, the meeting adjourned at 6:48 p.m. The next meeting is scheduled for Tuesday, November 16, at 5:30 p.m. via Zoom.

Respectfully submitted,

Lizzie Figueroa

Circulation Supervisor

MINUTES REVIEWED AND APPROVED BY THE LIBRARY DIRECTOR AND LIBRARY BOARD ON NOVEMBER 16, 2021.

APPENDIX: Board Chair Report

Board Chair Report for Canby Pubic Library Board Meeting Oct. 19, 2021

Board Powers and Duties (CPL Handbook & CMC): The following volunteer responses have been received from board members:

Judi Jarosh: “Submitting an annual report to the City Council,...” [specifically, able]: “to help with any digital needs” – “compiling/analyzing data, creating infographics, presentation material, etc.”

Suzy Stutes: “Participating in the annual budgetary process of the city as that process pertains to the library.”

Lois Brooks: “Recommending policies for the acceptance...of gifts...” (CMC 2.20.060 F)
“Recommending policies and procedures conducive to efficient and effective operation of the library;” (CMC 2.20.060 H).

Lois offered to do research and help write a library policy for non-collection materials. Rick Maier and Kathleen volunteered to serve on the subcommittee with Lois. CPL staff member Marisa Soltz volunteered to be the staff participant.

Lois has shared policies from other county district libraries and shared the sites with subcommittee members. From Donnise Brown, Kathleen has received ALA (Office for Intellectual Freedom) samples of how library policies determine what and where non-catalogued publications are offered for library patrons (mostly out-of-OR; one OR). Members are reviewing information prior to meeting to discuss questions shared by Lois. This report will be updated at the Oct. 19 meeting, as scheduling conflicts have moved the date beyond today’s written report deadline.

Census Data: Board volunteer needed

Respectfully Submitted,
 Kathleen Myron
 CPL Board Chair